

**MINUTES**  
**Board of Trustees**  
**Barrington Public Library**  
Thursday, September 19, 2013

Library Board Room  
281 County Road, Barrington RI 02806

**Members Present:**

Cindy Kaplan  
Eileen Meehan  
Dan O'Mahony  
Stephen Palmer  
Laura Young

**Absent:**

Kate Johnson  
Vince Wicker

**Presiding:** Cindy Kaplan

**Also Present:** Debbie Barchi, Director

Meeting was brought to order at 7:10 p.m.

Minutes from the June 20, 2013, meeting were approved (motion by Young, second by Palmer).

**Financial Reports:**

Accepted. The library closed the fiscal year on June 30 with no overage. The new fiscal year began July 1. Salary expenditures for July were not exactly aligned with the projected yearly percentage of funds expended because the first July paycheck for staff includes a longevity payment; this is a known expense and is factored into the overall annual budget. The Director reminded the Board that library's budget is a "bottom line" budget; some individual items may be overspent (e.g., janitorial supplies) if there is not enough budgeted in the line item, so long as the overall bottom line for the library's budget is not overspent.

**Statistical Reports:**

Accepted. The library showed gains in almost every category, including robust numbers in reference services. It was pointed out that the library's 14,810 registered users is a high percentage of the town's total population (16,310).

**Director's Report:**

The library was designated a "cooling center" during the summer emergencies; likewise, it will be a "warming center" for winter emergencies.

Bri Johnson, BPL's Teen Librarian, left the library in July. A number of excellent applicants applied for the vacant position as Barrington is considered to be an attractive library at which to work. The Director interviewed eight candidates and hired Tanya Paglia (formerly at Johnston Public Library), who started on September 16.

Laurie Burke has decided to retire on November 1 after almost 38 years. BPL will recruit a new Head of Reference librarian. Laurie's position was Head of Reference, Assistant Director. New position will be Head of Reference. The Director and staff are considering ideas to honor Laurie's service to the library, e.g., purchase books in her honor, install a bench on the first floor in her honor, or other ideas.

Upcoming programs at the library include:

- Director's program (funded by \$1000 FOL grant). October 2, 9, & 16 (7pm) – Laurie Kaplan, jazz musician and teacher (AristoCats) will conduct a 3-week seminar on the history of American jazz; Barrington High School jazz ensemble will perform/demo as well.
- Annual Friends of the Library program: Aurea, The Alchemy of Music & Words, features the internationally acclaimed classical group that combines poetry and classical music. Sunday, October 6, 2pm.
- Fiddle 'n' Folk Fest (BPL co-sponsored) was held September 15 at Haines Park.
- "GeekTheLibrary" campaign will be the subject of an upcoming BPL program. ("Whatever you geek, you can find out about it at the library.")

Over 90 people attended a program on the Second Amendment held on September 17.

**Old business:**

- a) Director's performance review – deferred to Chair (Wicker) for follow-up with Director.

**New business:**

- a) Holiday closings for 2014; only change is to close Saturday, July 5 (not a paid holiday). Approved (motion by Meehan; second by Young). Holiday closing list is posted on the library's web site.

**Agenda for October 17, 2013, meeting:**

Old business

New business

- a) 5-year plan

Meeting adjourned at 7:54 p.m.

Respectfully submitted,  
Dan O'Mahony, Secretary  
Barrington Public Library Board of Trustees

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**Presiding:** Cindy Kaplan

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Meeting was brought to order at 7:55 p.m.

Minutes from the June 20, 2013, Corporation meeting were approved (motion by Palmer; second by Young).

**Financial Reports:**

Treasurer Palmer reported that we have approximately \$16K combined in the Trustees' two accounts. Balance sheet showed \$933K assets which includes more than \$593K in the investment portfolio. At this time, the balance sheet represents an inflated total amount, and depreciation will bring the balance down to a more realistic amount over months (i.e., equivalent to our investment funds). Investments produced an annual return of 2.8% (approximately \$16K per year).

Distribution of income from endowment. The 3-year average = \$598K; 3% payout = \$15K. Based on the Board's guidelines, we can distribute 3%-4%-5% before the end of the calendar year.

Last year's allocation was \$10K for new carpet in Children's Room; these funds were not spent because the Town would not supplement funds to do the project (the need for a new sub-floor and the expense of carpet tiles added to the overall cost). The Director will reexamine this project and look at other flooring options and ways to reduce costs.

The Director described the Ocean State Library's (OSL) Overdrive e-books program where kiosks will be placed in public places (e.g., airport, etc.). Individual libraries also can purchase kiosks (\$1,700). OSF is looking at VDI technology (dumb terminals) in place of computer workstations; this will lessen the costs for public libraries to replace hardware. Technology needs at BPL include replacing laptops and other workstations for BPL staff, and replacing the server. The Director will develop a complete "wish list" of technology needs.

The Board was also reminded that the request to the Champlin Foundation for security cameras was declined; this also was not included in the Town Manager's budget.

Monthly Coastline Trust Company reports (June, July, August) were distributed for information.

**Old Business:**

- a) Discuss job description of part time fundraiser – part of the work of the subcommittee (yet to meet)
- b) Subcommittee for fundraising – will set date for meeting
- c) Report on outcome/status of legal advice re: transfer of funds – Director talked with the Town Solicitor; Solicitor contacted the RI Attorney General's office (no response yet).

**New Business:**

**Agenda for October 17, 2013, meeting:**

Old business:

- a) Fundraising
  - a. Subcommittee for fundraising (Kaplan chair)
    - i. Discuss job description of part time fundraiser

New business:

Meeting adjourned at 8:34 p.m.

Respectfully submitted,  
Dan O'Mahony, Secretary  
Barrington Public Library Corporation